

## How to Receive an Internal Transaction Number (ITN) through the Automated Commercial Environment (ACE)

Do you need to receive an ITN but aren't sure how to get started? You may file the Electronic Export Information (EEI) yourself to receive an ITN or have an Authorized Agent file on your behalf. If you choose to file yourself through the ACE website, which is completely free, below are four quick steps to create an Exporter Account and get started on ACE AESDirect:

- 1) In order to register on ACE, you must first receive an Employer Identification Number (EIN) if you do not have one already. Receiving the EIN requires a US Social Security Number and a US physical address. Click [here](#) for a guide that will walk you through the steps to obtain an EIN. During the registration process you will be asked for a company name and company address. If you are an individual (i.e., not with a company), simply use your personal name and personal address. This must be an address in the United States.
- 2) Once you receive the EIN, complete the [ACE Exporter Registration Form](#) and submit. You will then receive a confirmation email to obtain the Username and Password. Please write down the Account ID listed in the email (this is your Username). Click on the link in the email and it should prompt you to enter a Shared Secret. The Shared Secret is the Account ID.
- 3) After obtaining your Username and Password, go to the [ACE website](#) and click on "Trade/PGA User Login". Then click "Create An Account". The website will ask you to enter your First Name, Last Name, Email and Password. Once you click 'Sign Up', the ACE Website will prompt you to enter the Username and Password you received previously to link your Modernized ACE account to your Legacy ACE account.
- 4) Next, once logged in to the [ACE website](#), go to the *References* tab. Then click on 'Legacy ACE' to be directed to the Legacy ACE Portal. Once in the Legacy ACE Portal, you would need to navigate to the AESDirect filing portal. First, click on the *Accounts* tab. Under the *Task Selector* panel, change the view to 'Exporter' and click 'Go'.. Make sure the pop-up blocker in your web browser is completely disabled and then select '*Submit AESDirect Filings*' under the *Task Selector List*. If this is your first time accessing the ACE AESDirect portal, you must agree to the Certification Statements to proceed. Once in the portal, click 'Create Export Filing' and complete the EEI to obtain an ITN.

For further assistance, please contact us at 1-800-549-0595 Option 1 or send an email to [ASKAES@census.gov](mailto:ASKAES@census.gov). You can also access more reference resources in the following [link](#).